



GWINETT MASTER GARDNERS ASSOCIATION COMMITTEE RESPONSIBILITIES AND PROCEDURES

Select Committee: Plant Sale

Purpose: Chair the Committee for the Plant Sale to raise monies for GCMGA as well as providing plant education to the buying public.

Responsibilities:

1. Establish chairs and responsibilities for the sub-committees. These sub-committee may include, but are not limited to:
 - a. Plant Coordinator
 - b. Plant Intake
 - c. Pricing
 - d. Set-up
 - e. Volunteers
 - f. Treasurer
 - g. Publicity
 - h. Educational Component
2. Coordinate with the Executive Committee to establish a date for the sale.
3. Coordinate with the Executive Committee to establish a location for the sale.
4. Determine costs and create and submit a budget for approval by the Executive Committee and Board.
5. Organize and hold periodic meetings as required.
6. Provide information to the President, Webmaster and Publicity Chair for timely announcements and posting website home page and calendar.
7. Ensure financial accounting from the sales is properly documented and monies submitted to the GCMGA Treasurer.
8. Attend General Board Meetings and provide reports as requested.
9. Provide a summary analysis of the event.

Procedures:

1. Review available history of past sales for insight and ideas.
2. Determine where the plants will come from and whether additional plants will be bought for resale.
3. Choose committees needed and provide documented responsibilities.
4. Solicit participation for chairs and workers from the GCMGA membership.
5. Meet with the committee chairs and review responsibilities and procedures.
6. Hold periodic meetings with chairs.
7. Obtain tents from storage, transporting to site.
8. Arrange for tables to be used during the sale.
9. Organize plants and ensure pricing is consistent.
10. Determine locations of directional signs.
11. Follow-Up:
 - a. Post-sale, provide a documented analysis with any recommended changes for history purposes.
 - b. Store signs and any equipment in GCMGA storage.
 - c. Submit final financial figures to the Executive Committee
 - d. Be available as a resource to incoming Plant Sale Chair.

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Amended: